

GOVERNOR'S OFFICE of CRIME CONTROL & PREVENTION
Edward J. Byrne Memorial Justice Assistance Grant (BJAG)
Notice of Funding Available (NOFA) Guidance Kit



Online Submission Deadline: June 14, 2012, 3:00 pm
Hardcopy Submission Deadline: June 28, 2012, 3:00 pm

Funded through:
Edward J. Byrne Memorial Justice Assistance Grant (CFDA# 16.738)

Governor's Office of Crime Control & Prevention
300 East Joppa Road, Suite 1105
Baltimore, MD 21286

Martin O'Malley, Governor
Anthony G. Brown, Lt. Governor
Kristen Mahoney, GOCCP Executive Director

ELIGIBILITY

Grant funds requested through this application are limited to the following BJAG Program Federal Purpose Areas (FPA): Law Enforcement programs, Prosecution and Court programs, Prevention and Education programs, Corrections and Community Corrections programs, Drug Treatment programs, Crime Victim and Witness programs, and Planning, Evaluation, and Technology Improvement programs.

IMPORTANT NOTES

NOTE: Grant funds through this announcement will not support continuation projects. All requests must be for new projects/programs. Only one application per agency will be accepted.

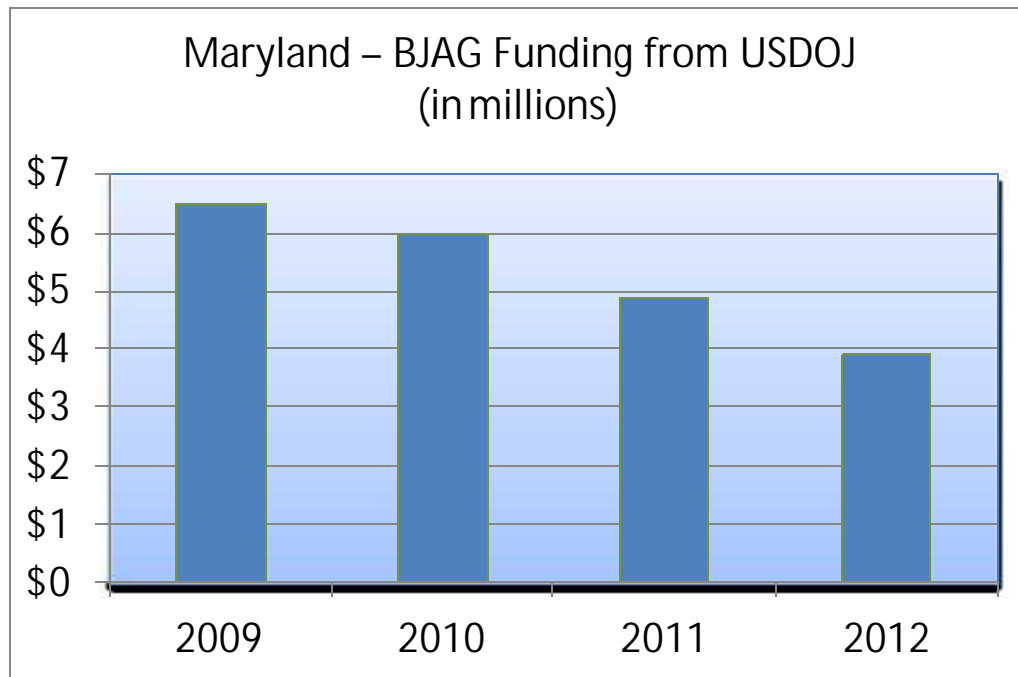
Applicants are required to apply for grant funding through the GOCCP online application process located on the GOCCP website www.goccp.maryland.gov. Also on the GOCCP website are details about the Technical Assistance (TA) session that will be held on May 17, 2012 at the Maryland Department of Transportation (MDOT), 7201 Corporate Drive, Hanover, MD. New applicants must attend.

Additionally, all applicants must have a valid federal DUNS number and be registered with the Central Contractor Registry. See Section III for details.

GETTING STARTED

Thank you for applying for the Edward J. Byrne Memorial Justice Assistance Grant (BJAG) from the Governor's Office of Crime Control & Prevention (GOCCP). We are seeking sub-recipients that fit the BJAG Program Strategy and the core values and priority areas of GOCCP. We are looking for collaboration, best practices, and resources effectively built into applications that address violent crime, state of the art technology, and community-oriented programs.

As a result of a consistent decrease in Federal funding, only one application per agency will be accepted and reviewed for possible funding. Due to limited funding availability, all BJAG applications will be subject to an extensive competitive review process.



I hope our office becomes a more valuable resource for your organization as we strive to deliver our services in a customer friendly fashion. If you need assistance completing the online application please contact Program Manager, Tammy Lovill at 410-821-2830.

GOCCP's success is measured by our sub-recipient's success. It is critical that we hear from you, our customers. To share your ideas of how GOCCP can serve you better, email us at info@goccp.state.md.us.

Sincerely,

Kristen Mahoney
Executive Director
Governor's Office of Crime Control & Prevention

Governor's Office of Crime Control & Prevention Mission:

GOCCP exists to educate, connect, and empower Maryland citizens and public safety entities through innovative funding and results-oriented customer service that seeks, supports and promotes best practices for the safety of Maryland's communities.

I. BACKGROUND

The Governor's Office of Crime Control & Prevention (GOCCP) has administered the Edward Byrne Memorial Justice Assistance Grant (BJAG) funds for over ten years. As a result, this critical funding has supported a range of programs, including, but not limited to, areas that reduce crime in communities, provide public safety, protect victims, remove guns from violent offenders, track DNA, train local law enforcement, and provide state of the art technology to law enforcement.

As Maryland continues to address crime prevention, BJAG funds will continue to help reduce gaps in services and foster collaboration and cooperation among partner agencies and stakeholders.

II. PURPOSE

Funding under the BJAG grant will focus on many different areas to address crime in Maryland. The program areas are:

- law enforcement,
- prosecution and court programs,
- prevention and education programs,
- corrections and community corrections,
- drug treatment and enforcement,
- crime victim and witness initiatives, and
- planning, evaluation, and technology improvement programs.

GOCCP's BJAG program supports a coordinated effort to help units of local government, state agencies, private entities, faith-based and community organizations, institutions of higher education and non-profit organizations achieve realistic goals and carry out jurisdictional strategic plans that increase public safety and address the needs of Maryland's communities.

III. ELIGIBILITY / FUNDING PARAMETERS

Applicants applying for these funds must be state or local law enforcement agencies, state/local public and private entities, faith-based and community organizations, institutes of higher education, or non-profit organizations. Only one application per agency will be accepted. Additionally, GOCCP requires BJAG sub-recipients have a DUNS number and be registered with the Central Contractor Registry (CCR). A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. Information about registration procedures for CCR can be found at www.ccr.gov.

All funding for this NOFA offering is contingent upon the Governor's Office of Crime Control and Prevention receiving the specified grant funds from the Bureau of Justice Assistance. Although there is no cap on individual award amounts, application budgets must reflect reasonable costs. Budgets must be based on a single year's costs. The following items are considered to be unallowable: Indirect Costs, Postage, Printing, Rent, Vehicles, Food, Tasers, Office Supplies, Incentives and Miscellaneous Items, at the discretion of GOCCP.

IV. FUNDING PERIOD / SUSTAINABILITY

Program funds are provided on a reimbursement basis only. The project funding cycle will be for twelve (12) months (October 1, 2012 to September 30, 2013); your project budget should be predicated on one (1) year of spending. Cash Match, also referred to as hard match, and In-Kind Match, are NOT required.

The BJAG program will not be used to fund continuation projects. Applicants requesting funds for programs which are intended to operate for more than one year must make plans for sustaining the program after the period of the initial award.

V. SUPPLANTING, TRANSPARENCY, AND ACCOUNTABILITY

Federal funds must be used to supplement existing state and local funds for program activities and must not replace those funds that have been appropriated for the same purpose. See the OJP Financial Guide ([Part II, Chapter 3](#)). There are strict federal laws against the use of BJAG funds to supplant current funding of an existing program. Jurisdictions must provide assurances and certifications as to non-supplanting and the existence of proper administrative/financial procedures.

A strong emphasis is being placed on accountability and transparency. Award recipients must be prepared to track, to report on, and to document specific outcomes, benefits, and expenditures attributable to the use of grant funds. Misuse of grant funds may result in a range of penalties to include suspension of current and future funds and civil/criminal penalties.

VI. WHAT AN APPLICATION MUST INCLUDE

A. PROJECT TITLE

The Title should be brief, precise, and reflect what is being funded. For example: "Live Scan", "Warrant Reduction Initiative", or "License Plate Reader Expansion".

B. PROJECT SUMMARY

The Project Summary provides a concise summary of your proposal in 100 words or less. GOCCP would like to make writing the project summary as simple and consistent as possible. Use the following template for your project summary:

The __Your Agency's __¹ Project Title__² program helps reduce existing gaps in services and foster collaboration and cooperation among partner agencies and stakeholders throughout Maryland. The program provides _____.³ Grant funds provide salary, overtime, related equipment, _____, and _____.⁴

You will need to make the following additions/changes to the provided template:

1. The beginning of the first sentence contains your Applicant Agency Name and
2. Your Grant's Project Title.
3. In 1-2 sentences, explain what the program does (use present, not future tense).
4. The last sentence contains the major items in the budget.

The summary's purpose is to provide a layman's explanation for the proposed project and goals. Refer to: <http://www.goccp.maryland.gov/grantDatabases/awarded-grants-search.php> (select 'Criminal Justice' for Program Area, click 'Select All Counties' box, and select 'Byrne - Justice Assistance Grant (JAG) Program' for 'Programs') for examples of project summaries from current grant programs. Model your summary and title after these examples (or the template above).

C. PROGRAM NARRATIVE

In a ten-section, outline-styled format, provide the following information (retain all numbering and headers below):

1. Federal Purpose Area (FPA): This section must identify the BJAG FPA that the funding program will fall under and specifically detail (in a short paragraph) how the program relates to the FPA. The seven (7) BJAG Federal Purpose Areas are:
 - Law enforcement programs
 - Prosecution and court programs

- Prevention and education programs
 - Corrections and community corrections programs
 - Drug treatment and enforcement programs
 - Planning, evaluation, and technology improvement programs
 - Crime victim and witness programs (other than compensation)
2. Problem Statement: Describe the Scope of the problem and provide any available data and problem analysis that describes the nature and scope of the problem that the grant program will address.
 3. Planning Process, Strategy and Timeline: This section details any planning process that was undertaken in developing the program strategy. Further, it should provide an overview of the strategy to be employed and the timeline for implementing the strategy. Include linkages to other programs, organizations, and stakeholders that will be involved in or impacted by the grant program.
 4. Goals, Objectives, and Performance Measures: This section must outline specific goals, objectives, and performance measures for the program to be funded. This may be provided as a chart in an attachment to the application. In such instances, indicate "See attached Chart".
 5. Best/Proven Practices: This section provides any pertinent information (i.e., similar programs, studies, evaluations) that will support the rationale for why the proposed project has the probability of achieving its stated goals and objectives. Specifically list any best and/or proven practices that the project will employ.
 6. Budget Work Plan: Detail the timeline for the implementation of each budget line item. (i.e., overtime will be expended evenly in each quarter; computer will be procured during the 2nd quarter). Following the Work Plan explanation for the line items, state "See Budget Summary".
 7. Local Strategy: This section describes how the program supports or is consistent with any established local strategies and/or priorities.
 8. Additional Funding: This section must identify all other grant funds and/or private contributions that support the program being funded. Further, a description of any in-kind contribution to the program may be included.
 9. Sustainability: This section must show how your project will remain viable after grant funds expire. Please refer to Section IV for detailed information on sustainability.
 10. DUNS/CCR Registration: Provide your DUNS number and CCR expiration date. In an appendix, attach proof of your agency's current CCR registration from www.ccr.gov. Include a printed screenshot of just the page that lists your DUNS number and CCR expiration date. Please do not include any additional pages (i.e., those containing banking information).

D. BUDGET

Budgets must be clear and specific. No cash or in-kind match is required. Budgets must reflect one year of spending and where applicable, be adjusted to reflect start date, state furlough days, and holidays. The grant cycle will reflect twelve (12) months, October 1, 2012 to September 30, 2013.

The justification sections must contain brief statements (1 to 2 sentences per line item) that explain each line item and their relevance to the project goals and objectives. Do not state "See Narrative, Goals, or Objectives". GOCCP reserves the right to reduce budgets.

E. SIGNATURE PAGES

The Certified Assurances and Federal Anti-Lobbying Certification must be signed by the appropriate agency representative and included with the application hardcopies. Both forms may only be signed by the Applicant Agency's Authorized Official or their duly assigned alternate signatory. Both forms must be generated by the online application software.

In order for an alternate signatory to be valid, GOCCP must receive a signed, written notification from the applicant agency's Authorized Official (on agency letterhead) stating that an alternate signatory has been designated.

F. LETTERS OF SUPPORT/COMMITMENT (optional)

In an appendix to your application, submit letters of commitment by partners who participate in the execution of the project or whose cooperation or support is necessary to its success. Letters of support are optional. Letters of commitment/support will only be accepted when they accompany the submitted hardcopies of the application.

VII. TRAINING / TECHNICAL ASSISTANCE (TA)

To help applicants prepare and submit applications that reflect GOCCP's established guidelines and procedures, a training session will be held on May 17, 2012 at the Maryland Department of Transportation (MDOT) Facility, 7201 Corporate Drive, Hanover, MD 21076. All new applicants of BJAG funding are strongly encouraged to attend. Those unfamiliar with the application process and expectations are strongly encouraged to attend this training. Online registration (via www.goccp.maryland.gov) is required for the TA session. Applicants that have not previously applied to GOCCP for grant funds or used the electronic application/reporting software must attend.

VIII. APPLICATION PROCESS

Applicants are required to apply for grant funding through the GOCCP online application process, which is located on the GOCCP website: www.goccp.maryland.gov. From the GOCCP homepage, look for the section entitled "Notices of Funding Availability" and click on the Edward J. Byrne Memorial Justice Assistance Grant (BJAG) Program heading. From there, you will be connected to a page from which you will be able to access instructions regarding the GOCCP grant application process. You will be required to download and install the grant application software in order to complete this process. Only one application per agency will be accepted.

The grant application software contains a built in help file. Additionally, there are detailed instructions for installing and using the online application software; from the Edward J. Byrne Memorial Justice Assistance Grant (BJAG) program NOFA page select [View/Print Technical Instructions \(application\)](#). If you require technical assistance with downloading, installing, or running the online application software you may contact the GOCCP IT Department at 410-821-2828.

In order to use the GOCCP application software, you must have an Organization Number.

- If you are able to apply directly for funding, use your GOCCP Organization Number.
- Otherwise, if you are required to pass grant applications through your Executive Office, Mayor's Office, or Board of Commissioners, etc., then you will apply using their GOCCP Organization Number.

If you have previously applied to GOCCP but do not have your Organization ID, contact the Program Manager listed in this NOFA. They can look it up for you. If you are a new applicant, go to the GOCCP website and follow the instructions for obtaining a new Organization ID <http://www.goccp.maryland.gov/grants/organization-number.php>. The last day to apply for an organization number is May 31, 2012.

Please indicate that you are applying for the Byrne Justice Assistance Grant (BJAG) program by selecting the Edward J. Byrne Memorial Justice Assistance Grant (BJAG) Radio Button. In addition to the online submission, you must submit one (1) hard copy original (generated by the online application software and bearing original signatures in blue ink for the certifications and anti-lobbying documents) and three (3) additional copies of the application. If you need assistance completing the online application please contact Tammy Lovill at 410-821-2830 or Tlovill@goccp.state.md.us.

All of the aforementioned documents must be submitted to GOCCP no later than 3:00 PM. The online application must be submitted by 3:00 PM. Email/Fax submissions will not be accepted. Please do not use binders or folders; all hard copies must be generated by the online software.

IX. IMPORTANT DATES

Dates	Actions	Comments, Locations, and Responsibility
April 2, 2012	NOFA Announcement	www.goccp.maryland.gov
April 9, 2012	NOFA posted on website and TA registration available online	www.goccp.maryland.gov
May 17, 2012	Technical Assistance Session	Maryland Department of Transportation, 7200 Corporate Drive, Hanover, MD *On-line registration required.
May 31, 2012	Last Day to request Organization ID numbers	changes@goccp.state.md.us
June 14, 2012 (3:00 PM)	Online Submission Deadline	You may be required to make changes to your online submission before generating your hardcopies.
June 28, 2012 (3:00 PM)	Hard copy application and (3) three copies must be received by GOCCP	Hard copies must be generated by the GOCCP online application software and signed in Blue ink.
July 2-3, 2012	Applications mailed to grant reviewers	GOCCP Staff
July 2012	Grant Review Session	
August 2012	Letter of intent/denial mailed	GOCCP Staff
September 2012	Award Packets mailed	

X. DISTRIBUTION OF FUNDS & REPORTING REQUIREMENTS

GOCCP will distribute funds to recipients on a quarterly reimbursement of expenditures basis in conjunction with the timely submission of corresponding quarterly Fiscal and Programmatic Reports. Reports must be submitted via both signed hardcopy and the GOCCP online reporting software. All programmatic reports are due within 15 days of the end of each quarter; financial reports are due within 30 days of the end of each quarter. Instructions for downloading, installing, and using the online reporting software are located at

<http://www.goccp.maryland.gov/grants/submit-reports.php>.

Electronic Funds Transfer (EFT) – GOCCP encourages the use of electronic funds transfer (EFT). To obtain the appropriate form, the address to submit the form, and a general overview, including FAQs, refer to the following website:

http://compnet.comp.state.md.us/General_Accounting_Division/Vendors/Electronic_Funds_Transfer/

XI. APPLICATION WORKSHEET

Notice to All Applicants:

The information collected on the grant application form is collected for the purposes of the Governor's Office of Crime Control & Prevention's (GOCCP) function under Executive Order 01.01.2005.36. Failure to provide all of this information may result in the denial of your application for funding. GOCCP is a government entity; upon submission, this application is considered public information. GOCCP does not sell collected grant information. Under the Maryland Public Information Act (PIA) (MD State Government Code Ann. 10-617 (h)(5)), you may request in writing to review grant award documentation. Please send those requests to GOCCP, 300 E. Joppa Rd., Suite 1105, Baltimore, MD 21286-3016

A. Face Sheet Instructions

1. DATE APPLICATION SUBMITTED

Date that all required hard copies and electronic submission are submitted to GOCCP.

2. REQUESTED FUNDING PERIOD

Select Only Year.

3. PROPOSED PROJECT DATES

October 1, 2012 – September 31, 2013

4. NAME OF APPLICANT

The unit of local government (county, city, town, township) or State agency eligible to apply for the grant (See Program Specific Instructions for Eligible Applicants). Please indicate Applicant's federal identification number on line provided. The applicant's organization ID # is required to apply on line.

5. ORGANIZATION TYPE

Indicate the appropriate designation.

6. FEDERAL ID#

This number MUST be included.

7. AUTHORIZED OFFICIAL

The name of the chief elected official, or other legally authorized official, of the jurisdiction, county agency or organization who accepts the grant award if approved.

8. PROJECT TITLE

The project title should be brief, precise, and reflect what is being funded.

9. IMPLEMENTING AGENCY/ORGANIZATION

The name of the agency/organization that will have responsibility for the actual operation of the project.

10. DISTRICT AND COUNTY

The congressional and legislative districts and the county in which the service is actually delivered.

11. PROJECT DIRECTOR

The name, telephone number, title, address and e-mail address of the person who will be responsible for oversight and administration of the project on behalf of the applicant.

12. FISCAL OFFICER

The name, telephone number, title, address and e-mail address of the person who will be responsible for financial reporting and record keeping for the project.

13. FUNDING SUMMARY

This represents the totals taken from the Budget Detail Categories. There is no match requirement for this program.

14. SERVICE SITE

Provide the name, address, congressional, and legislative district and county for the location(s) your project will actually take place. If the program will take place at more than one location, please enter complete information for each site (up to five). Do not enter "statewide," or "countywide" under the service site column.

B. Face Sheet

Application for Edward J. Byrne Memorial Justice Assistance Grant (BJAG) Program

1. Date Application Submitted: _____
2. Requested Funding Period: Only year  of funding.
3. Proposed Project Dates: Start Date: _____ End Date: _____
4. Name of Applicant: _____
Address: _____
5. Organization Type: State Government ____ Local Government ____ Private Not-Profit ____
6. *Federal ID # (EIN#) _____
7. Authorized Official: _____ Title: _____
8. Project Title: _____
9. Implementing Agency/Organization: _____
10. District/County: Congressional District _____ State Legislative District _____
County: _____ Municipality: _____
11. Project Director: _____ Title: _____
Organization: _____
Address: _____
County: _____ Municipality: _____
Phone: _____ Fax: _____ E-Mail: _____
12. Fiscal Officer: _____ Title: _____
Organization: _____
Address: _____
Phone: _____ Fax: _____ E-Mail: _____
County: _____ Municipality: _____
13. Funding Summary:
Federal Funds Requested \$ _____
Grant Program Total \$ _____

14. Service Site:

Provide the name, address, congressional, and legislative district and county for the location(s) your project will actually take place. If the program will take place at more than one location, please enter complete information for each site (up to five). Do not enter "statewide," or "countywide" under the service site column.

Example:

Location One

Congressional District: 1st
Legislative District: 8A
Location: Anytown Police Department
Address: 123 Main Street
Some City, MD 21000

County:
Municipality:

Location Two

Congressional District: 2nd
Legislative District: 5A
Location: Anytown Sheriff's Office
Address: 795 Main Street
Some Other City, MD 21030

County:
Municipality:

C. Project Summary/Narrative

1. Summary

The Project Summary provides a concise summary of your proposal in 100 words or less. The format for the project summary is explained on page 4 of this NOFA.

2. Narrative

In a ten-section, outline-styled format (retaining numbering and headers), provide the information requested in this NOFA. The contents for the narrative are explained on page 5 of this NOFA.

D. Budget

1. Budget Summary

SUMMARY (Tab A)

Complete the below table by entering the totals from budget tabs B-G. Enter the totals from all expenditure categories in the application spaces. There is no match requirement for this program. Enter the totals from all expenditure categories in the application spaces. The grand total must correspond to the total projected costs. Round all amounts to the nearest whole dollar.

BUDGET SUMMARY

Expenditure Category	Federal Fund Request	State Cash Match	Local Cash Match	Private Funds	In-kind Match	TOTAL
B. Personnel						
C. Operating Expenses						
D. Travel						
E. Contractual Services						
F. Equipment						
G. Other						
GRAND TOTAL:						

2. Budget Details

This section of the grant application includes a table for each major budget expenditure. Each table is on a separate page. Please itemize and explain project expenditures.

PERSONNEL (Tab B)

This includes salaries, and fringe benefits for personnel required to implement the project including full or part-time contractual staff (excluding consultants, which should be listed in Tab E). Time and attendance records must be maintained for all personnel included in the grant project. If you are paying an employee directly, they should be in the Personnel category. For each salary notated, list fringe benefits separately (e.g., Officer-Salary \$15000.00, Officer-Benefits \$3750.00). Note: Fringe benefits cannot exceed 30% of reported salary costs. Under justification, you should tie each item requested in the budget to the activities described in your narrative. When you are finished, the budget summary amount should equal the total for this tab. Every cell for each line item must be filled in and the calculations should be correct (the amount in the salary/rate cell times the amount in the percent/number cell should equal the amount in the total cell). Due to system limitations, cells may need to be rounded.

PERSONNEL (Tab B)

Description of Position	Funding Source	Annual Salary or Daily Rate	Percent of Time or Number of Days	TOTAL
Position #1	Grant Funds			
Fringe Position #1	Grant Funds			
Position #2	Grant Funds			
Fringe Position #2	Grant Funds			
	Grant Funds			
	Grant Funds			
	Grant Funds			
Sub-Total:				
*Fringe Benefits (%)				
GRAND TOTAL:				

*Grant dollars will only fund up to 30% of Social Security and fringe benefits.

Justification/Explanation for PERSONNEL:

OPERATING EXPENSES (Tab C)

Under justification, you should tie each item requested in the budget to the activities described in your narrative. When you are finished, the budget summary amount should equal the total for this tab. Every cell for each line item must be filled in and the calculations should be correct (the amount in the cost/unit cell times the amount in the quantity cell should equal the amount in the total cell). Due to system limitations, cells may need to be rounded.

OPERATING EXPENSES (Tab C)

Operating Expense	Funding Source	Cost/Unit	Quantity	TOTAL
	Grant Funds			
	Grant Funds			
	Grant Funds			
	Grant Funds			
	Grant Funds			
	Grant Funds			
	Grant Funds			
	Grant Funds			
	Grant Funds			
GRAND TOTAL:				

Justification/Explanation for OPERATING EXPENSES:

TRAVEL (Tab D)

Travel expenses may include mileage and/or other transportation costs, meals and lodging consistent with the local jurisdiction's travel regulations and cannot exceed the State of Maryland reimbursement rate specified below. Registration fees should be reported under the Other category. Under justification, you should tie each item requested in the budget to the activities described in your narrative. When you are finished, the budget summary amount should equal the total for this tab. Every cell for each line item must be filled in and the calculations should be correct (the amount in the cost/travel cell times the amount in the quantity cell should equal the amount in the total cell). Due to system limitations, cells may need to be rounded.

TRAVEL (Tab D)

Type of Travel Expense (Indicate appropriate rate/rates)	Funding Source	Cost/Travel	Quantity	TOTAL
	Grant Funds			
	Grant Funds			
	Grant Funds			
	Grant Funds			
	Grant Funds			
	Grant Funds			
GRAND TOTAL:				

*55.5 cents/mile as of 7/1/2011.

*Maximum Per Diem/M Meal Allowance is \$42/day:

\$8 Breakfast

\$10 Lunch

\$24 Dinner

Justification/Explanation for TRAVEL:

CONTRACTUAL SERVICES (Tab E)

Consultant contracts for training or evaluation as well as other contracts should be included here and shall be consistent with federal guidelines. If you are paying an outside agency for an employee, they are Contractual. For the line item description, enter the agency (Consulting firm, temporary agency, etc.), a dash and then the nature of the service to be provided (e.g., Consultants ABC – training for Seminar). Under justification, you should tie each item requested in the budget to the activities described in your narrative. When you are finished, the budget summary amount should equal the total for this tab. Every cell for each line item must be filled in and the calculations should be correct (the amount in the rate cell times the amount in the quantity cell should equal the amount in the total cell). Due to system limitations, cells may need to be rounded.

CONTRACTUAL SERVICES (Tab E)

Description of Contractual Services	Funding Source	Rate	QUANTITY	TOTAL
	Grant Funds			
	Grant Funds			
	Grant Funds			
	Grant Funds			
	Grant Funds			
	Grant Funds			
GRAND TOTAL:				

Justification/Explanation for CONTRACTUAL:

EQUIPMENT – Purchase, Lease, or Rental (Tab F)

Equipment is defined as having a useful life in excess of one year and a procurement cost of \$100 or more per unit or \$50 or more per unit for computer and sensitive items. Costs may include taxes, delivery, installation and similarly related charges. The value of trade-ins and discounts should be shown as a deduction. The procurement process used must be consistent with your written procurement guidelines. If such guidelines do not exist, refer to the State of Maryland guidelines by accessing General Condition # 17 on the GOCCP Website under the Grantees Area. Maintaining internal inventory records for equipment under this funding source is mandatory. For post award inventory requirements, access General Condition #18 on the GOCCP Website. Under justification, you should tie each item requested in the budget to the activities described in your narrative. When you are finished, the budget summary amount should equal the total for this tab. Every cell for each line item must be filled in and the calculations should be correct (the amount in the cost/unit cell times the amount in the quantity cell should equal the amount in the total cell). Due to system limitations, cells may need to be rounded.

EQUIPMENT (Tab F)

Equipment Item	Funding Source	Cost/Unit	Quantity	TOTAL
	Grant Funds			
	Grant Funds			
	Grant Funds			
	Grant Funds			
	Grant Funds			
	Grant Funds			
	Grant Funds			
	Grant Funds			
	Grant Funds			
	Grant Funds			
	Grant Funds			
GRAND TOTAL:				

Justification/Explanation for EQUIPMENT:

OTHER (Tab G)

Include all other anticipated expenditures which are not included in the previous categories such as registration fees, and program supplies. Under justification, you should tie each item requested in the budget to the activities described in your narrative. When you are finished, the budget summary amount should equal the total for this tab. Every cell for each line item must be filled in and the calculations should be correct (the amount in the cost cell should equal the amount in the total cell). Due to system limitations, cells may need to be rounded.

OTHER (Tab G)

Type of Expense	Funding Source	Cost	TOTAL
	Grant Funds		
	Grant Funds		
	Grant Funds		
	Grant Funds		
	Grant Funds		
	Grant Funds		
	Grant Funds		
	Grant Funds		
GRAND TOTAL:			

Justification/Explanation for OTHER:

E. Audit Findings / Corrective Action Plan

Applicants must submit copies of any Audit Findings and Corrective Action Plans with the application. Do not send a copy of your audited financial statements; ONLY the applicable audit findings and/or corrective action plan is required.

The audit data collected under the IV. AUDIT REQ tab is no longer needed. However, this section must still be filled out; use the following dates/responses:

F. Civil Rights Requirements

1. Civil Rights contact person
2. Title/Address
3. Telephone number
4. Number of people employed by the organization unit responsible for implementation of this grant

G. Signature Pages

The Certified Assurances and Federal Anti-Lobbying Certification must be signed by the appropriate agency representative and included with the application hardcopies. Both forms may only be signed by the Applicant Agency's Authorized Official or their duly assigned alternate signatory. Both forms must be generated by the online application software.

In order for an alternate signatory to be valid, GOCCP must receive a signed, written notification from the applicant agency's Authorized Official (on agency letterhead) stating that an alternate signatory has been designated.

H. Certified Assurances

This signed form must be generated by the Online Application Software

THE APPLICANT HEREBY ASSURES AND CERTIFIES THE FOLLOWING:

1. That Federal funds made available under this formula grant will not be used to supplant State or local funds, but will be used to increase the amounts of such funds that would, in the absence of Federal Funds, be made available for program activities.

2. That matching funds required to pay the non-Federal portion of the cost of each project, for which grant funds are made available, shall be in addition to funds that would otherwise be made available for program activities by the recipient of the grant funds and shall be provided as required in the Grant Award document.

3. That following the first year covered by a Grant Award and each year thereafter, a performance evaluation and assessment report will be submitted to the Governor's Office of Crime Control & Prevention.

4. That fund accounting, auditing, monitoring, evaluation procedures and such records as the Governor's Office of Crime Control & Prevention shall prescribe to and shall be provided to assure fiscal control, proper management and efficient disbursement of funds received.

5. That the Grantee shall maintain such data and information and submit such reports in such form, at such times, and containing such information as the Governor's Office of Crime Control & Prevention may reasonably require to administer the program.

6. Sub-recipients will comply (and will require any sub-grantees or contractors to comply) with any applicable statutorily-imposed nondiscrimination requirements, which may include the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. § 3789d); the Victims of Crime Act (42 U.S.C. § 10604(e)); the Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. § 5672(b)); the Civil Rights Act of 1964 (42 U.S.C. § 2000(d)); the Rehabilitation Act of 1973 (29 U.S.C. § 704); the Americans with Disabilities Act of 1990 (42 U.S.C. § 12131-34); the Education Amendments of 1972 (20 U.S.C. § 1681, 1683, 1685-86); the Age Discrimination Act of 1975 (42 U.S.C. § 6101-07); and the

Department of Justice (DOJ's) Equal Treatment Regulations (28 C.F.R. pt. 38).

7. That in the event a Federal or state court or administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against the Grantee, a copy of the finding will be forwarded to the Governor's Office of Crime Control & Prevention.

8. Sub-recipients that are governmental or for-profit entities, that have fifty or more employees and that receive a single award of \$500,000 or more under the Safe Streets Act or other Department of Justice (DOJ) program statutes are required to submit their Equal Employment Opportunity Plan (EEO) to the federal Office of Civil Rights (OCR). The sub-recipients are not required to submit a copy to the Governor's Office of Crime Control & Prevention (GOCCP), but must have a copy available on site for monitoring purposes. Those sub-recipients that are subject to the OCR's EEO Certification Form may access this form at:
<http://www.ojp.usdoj.gov/about/ocr/eeop.htm>.

9. That the Grantee will comply with the provisions of the Governor's Office of Crime Control & Prevention's General and Special Conditions for Grants. General Conditions are posted on GOCCP's website (<http://www.goccp.maryland.gov/grants/general-conditions.php>).

10. That the Grantee will comply with the provisions of 28 CFR applicable to grants and cooperative agreement.

11. Sub-recipients are obligated to provide services to Limited English Proficient (LEP) individuals. Refer to the DOJ's Guidance Document. To access this document see U.S. Department of Justice, Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons (67 Federal Regulation 41455 (2002)). This regulation may be accessed at: <http://www.archives.gov/eo/laws/title-vi.html>

CERTIFICATION: I certify that this program will comply with the provisions set forth by the State of Maryland and the Governor's Office of Crime Control & Prevention.

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I. Certification Regarding Lobbying

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U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
OFFICE OF THE COMPTROLLER

CERTIFICATION REGARDING LOBBYING; DEBARMENT, SUSPENSION AND
OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying," and 28 CFR Part 67, "Government-wide Debarment and Suspension (Non-Procurement) and Government-wide Requirements for Drug-free Workplace (Grants)." The certification shall be treated as a material representation of fact upon which reliance will be placed when the Department of Education determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including sub-grants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510 --

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for

commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted or otherwise criminally or civilly charged by a Government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph, (1) (b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminate for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67, Sections 67.615 and 67.620 --

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about --

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will –

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after having received notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Director, Grants and Contracts Service, U.S. Department of Education, 400 Maryland Avenue, S.W. (Room 312A, GSA Regional Office Building No. 3), Washington DC 20202-4571. Notice shall include the identification number(s) of each affected grant.

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted --

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant.

Place of Performance (street address, city, county, state, zip code)

Check ☐ if there are workplaces on file that are not identified here.

Section 67, 630 of the regulations provides that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for Department of Justice funding. States and State agencies may elect to use OJP Form 4061/7.

Check ☐ if the State has elected to complete OJP Form 4061/7.

DRUG-FREE WORKPLACE (GRANTEES WHO ARE INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67, Sections 67.615 and 67.620 --

As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

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1. Grantee Name and Address:
2. Application Number and/or Project Name
3. Grantee IRS/Vendor Number
4. Typed Name and Title of Authorized Representative
5. Signature
6. Date

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The information collected on the grant application form is collected for the purposes of the Governor's Office of Crime Control & Prevention's (GOCCP) function under Executive Order 01.01.2005.36. Failure to provide all of this information may result in the denial of your application for funding. GOCCP is a government entity; upon submission, this application is considered public information. GOCCP does not sell collected grant information. Under the Maryland Public Information Act (PIA) (MD State Government Code Ann. 10-617 (h)(5)), you may request in writing to review grant award documentation. Please send those requests to GOCCP, 300 E. Joppa Rd., Suite 1105, Baltimore, MD 21286-3016